

# ROSEBURG PUBLIC SCHOOLS

## Board Work Session

1419 NW Valley View Drive  
Roseburg, Oregon 97471

Vol 1 No. 5

Sept. 4, 2019

### Board Members:

Rodney Cotton	Excused
Joseph Garcia, Chair	<input type="checkbox"/>
Micki Hall	<input type="checkbox"/>
Rev. Howard Johnson	<input type="checkbox"/>
Rebecca Larson	<input type="checkbox"/>
Charles F. Lee	<input type="checkbox"/>
Steve Patterson, V. Chair	<input type="checkbox"/>

### Administration:

Jared P. Cordon, Superintendent	<input type="checkbox"/>
Richard Burton, Director of Student Services	Excused
Robert Freeman, Director of Human Resources	Excused
Michelle Knee, Director of Teaching & Learning	Excused
Cheryl Northam, Chief Operations Officer	Excused

Guest: Renee Sessler, OSBA Board Development Specialist

## BOARD WORK SESSION

GUEST: Board Development Specialist, Renee Sessler

**TIME/PLACE:** A Board Work Session of the Douglas County School District No. 4 Board of Directors was held at 3:00 p.m. on Wednesday, September 4, 2019, in the Administrative Office Board Room, located at 1419 NW Valley View Drive in Roseburg, Oregon, immediately following a Curriculum & Instruction Committee Meeting.

**CALL TO ORDER:** Director Garcia welcomed back the attendees and called the Board Work Session to order.

**ATTENDANCE:** School Board members and the Superintendent were present, with the exception of Director Rodney Cotton, who was excused. Reporter Sanne Godfrey was present. OSBA Board Development Specialist, Renee Sessler, was present as facilitator.

**REVIEW OF AGENDA:** There were no changes to the Agenda.

**Board – Superintendent Operating Agreement Discussion:** Renee suggested that the first objective today was to come to consensus on a Board – Superintendent Operating Agreement to be presented to the Board for approval at the next regular Board Meeting, September 11, 2019.

The Board established their preference of the following items to include within the Collaborative Governance section:

1. Members of the Board and the Superintendent shall work together as a team; modeling lifelong learning and collaboration.
2. Board members shall recognize and respect the Superintendent's responsibility to manage the school district and to direct employees in district and school matters.
3. Board members shall give careful consideration, listening to all perspectives, to all issues brought to the board by individuals and district leadership.

4. The Board shall make decisions only at properly called meetings. Board members recognize that individual members have no authority to take individual action in policy or district and school administrative matters, unless so authorized by board vote.
5. The Superintendent respects and acknowledges the Board's policy-making responsibility and the Board's role to hold the Superintendent accountable for his management of the district.

They also established their preference for the following Communication Agreements:

1. Board members shall follow the chain-of-command and communicate directly with the Superintendent when a question arises, or a concern or complaint is voiced by a staff member, student, parent or community member.
2. Board Members shall communicate directly with the Superintendent or Board Chair prior to meetings of the board to address questions and/or concerns about agenda items.
3. When a Board member and/or the Superintendent has an individual concern, he or she shall communicate one-on-one with any member of the board-superintendent team as appropriate.
4. The Superintendent shall answer and acknowledge Board members' questions and Board members shall inform the Superintendent the sense of urgency of the request.

Board members identified the following as *Board Expectations of the Superintendent*:

1. Work with the Board to establish a clear vision for the school district.
2. Prepare preliminary goals annually for the board's considerations.
3. Treat all board members professionally.
4. Represent the school district by being visible in the community.

The Superintendent suggested the following *Superintendent's Expectations of the Board*:

1. An effort to foster unity, harmony and open communications within the board.
2. Willingness to share the success and failures of the school system with the superintendent.
3. Willingness to study and evaluate education issues affecting the school district.
4. Assistance in gaining acceptance and support in the community.

Renee emphasized that the operating agreement is not something to create and file away, but rather to use and reference at each quarterly Board/Supt "Check-In". At least annually, the expectations will change as the work of both the Board and Superintendent will change.

Recess from 4:25 to 4:40 p.m.

(Director Larson and Reporter Godfrey departed at approximately 5:00 p.m.)

#### **COMMUNICATION EXPECTATIONS:**

Jared encouraged clarification of the Board's expectations with regard to frequency and content of communications from the Superintendent to the Board.

It was agreed that a Superintendent Update via email would be distributed bi-weekly opposite from Board

meetings. Keeping our small community in mind, when “newsworthy” issues arise where we can reasonably expect board members to be approached out in public, Board will receive text or email information indicating the urgency of the communication. Director Johnson suggested the information be concise, informative, factual and not subject to misinterpretation. He further suggested that all communications include the Board Chair to keep him informed, recognizing that the Chair will then receive a higher volume of communications. The Superintendent was encouraged to respond to all Board Members when answering an inquiry from an individual board member. Board members were asked to be specific if a request was 1) a wondering; or 2) an actual need for information and the level of urgency.

### ***STRATEGIC PLAN***

The Superintendent informed the attendees that the passage of the Student Success Act requires us to establish a Strategic Plan. Director Johnson emphasized the importance of presenting a unified effort publicly.

### ***PROFESSIONALISM***

The Chair noted the importance of recognizing individual Board Member knowledge and skill when accepting input. Director Lee reflected that while a superintendent will know more about the business of education than the Board, it’s important to acknowledge and respect that even though they are “amateurs” they have a role. Director Johnson encouraged his fellow Board members to avoid “share-alike-itis” and share individual opinions.

### ***SUPERINTENDENT EVALUATION TIMELINES***

#### ***CRITERIA***

1. Prepare preliminary goals (identify evidence of accomplishments)

#### ***PROCESS***

1. Superintendent completes a written self-assessment of the evaluation forms Parts 1 and 2
2. Board members complete Parts 1 and 2 of the superintendent evaluation form
3. Board members meet to discuss their individual evaluations and develop the Board’s official document that will be shared with the Superintendent

September 11 – Adopt expectations/goals and standards

Check-Ins: Renee emphasized that the whole objective of periodic Board/Superintendent check-ins are to ensure the Superintendent’s success. Suggested dates included the months of:

- September
- October
- January

Superintendent’s written Self-Evaluation – Due in early February

February 12, 2020 – (in preparation) Provide self-evaluation information to Board and each Board member completes individual evaluation of supt. During Executive Session, Board members meet to discuss individual evaluations and form consensus; then develop one-voice message to be the Board’s official document that will be shared with the Superintendent.

February 26, 2020: Board will have written summary ready to share with Superintendent and community

February 27, 2020: Issue Press Release

March/April – Goal setting for Superintendent

March 11, 2020: Superintendent evaluation to be complete / written summaries shared

Prior to annual Budget Adoption, act on Superintendent's contract and compensation.

**ADJOURNMENT:** The meeting was adjourned at 7:00 p.m.

JPC/jlk